

# **CITY OF COLONIAL HEIGHTS, VIRGINIA**



**RFP # 20-013102-1108**

## **Request for Proposal – Towing & Storage Services**

**Proposals due no later than January 31 2020, 2:00 PM Local Time**

### **CITY OF COLONIAL HEIGHTS CONTACTS:**

Larry H. Melvin, Purchasing Agent, (804) 520-9333, [melvinl@colonialheightsva.gov](mailto:melvinl@colonialheightsva.gov)

Kelly Hall, Director Of Planning and Community Development, 804-520-9275,  
[hallk@colonialheightsva.gov](mailto:hallk@colonialheightsva.gov)

City of Colonial Heights VA  
City Hall -Finance/Purchasing Department  
201 James Avenue – 2<sup>nd</sup> Floor  
Colonial Heights VA 23834

Larry H. Melvin- Purchasing Agent  
Office: 804-520-9333 Cell: 804-895-3316 [MelvinL@colonialheightsva.gov](mailto:MelvinL@colonialheightsva.gov)

January 10 2020 Request for Proposal Proposal # 20-013102-1108

Sealed Proposals, subject to the terms and conditions contained herein and attached hereto, will be received at the above office, until, **but no later than January 31 2020, 2:00 PM EDT**, for towing and storage service.

Proposals shall be received in the City of Colonial Heights City Hall, Finance Department - Purchasing, 201 James Avenue – 2<sup>nd</sup> floor, P.O. Box 3401, Colonial Heights, VA 23834-9001.

**Proposals to be submitted shall be an original and two (2) copies.** Proposals shall be clearly identified on the outside of the envelope as follows:

Invitation # SP-20-013102-1108  
Proposal – Towing and Storage Services  
January 31 2020, 2:00 PM

Upon award, request will be placed on an as-needed basis. The contract term shall be for one (1) year with the option to renew for up to 4 additional 1 year periods.

All firms submitting proposals shall sign their proposals and return by the time specified. Failure to comply with these requirements may be cause for rejection of proposals. Any proposal received after the announced time and date of opening, whether by mail or otherwise, will not be considered and will be returned unopened.

The City of Colonial Heights reserves the right to reject any or all proposals submitted and also to make awards where it appears it will be to the best interest of the City.

If you desire not to respond to this proposal, please forward your acknowledgment of NO PROPOSAL SUBMITTED to the above address.

Nothing here is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals.

Any proposal submitted must include the Signature sheet which has been signed by an individual authorized to bind the contractor. All proposals submitted without such signature may be deemed non-responsive.

City of Colonial Heights VA  
Finance/Purchasing Department  
201 James Avenue – 2<sup>nd</sup> Floor  
Colonial Heights VA 23834

January 10 2020

Request for Proposal

Proposal # 20-013102-1108

### **General Rules and Regulations**

These specifications are intended to outline basic requirement designed to ensure the services provided by the selected contractor are safe, efficient and dependable.

The contractor will be responsible for the towing, storing, and safeguarding motor vehicles removed as a violation, inoperable or abandoned.

### **Standards of Conduct**

The contractor shall conduct its business in an ethical, orderly manner and shall at all times, maintain a courteous and helpful attitude toward all citizens and City employees.

### **Laws, Ordinances and Regulations**

The contractor shall abide by all applicable Commonwealth of Virginia and Federal laws, City ordinances, licenses, permits and regulations for tow units and impounds, towing, storage, and disposition of vehicles. All contractors performing services for the City, are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations

### **License and Permits**

The Contractor must have or obtain, at their expense, the required business license form the City of Colonial Heights Commissioner of the Revenue's office prior to beginning work and agree to keep it current. The contractor shall have the proper permit to operate a tow service. Storage facilities shall be subject to all statues and all rules and regulations applicable to the operation of a towing serve as are now or shall hereafter be in force.

### **Protection and Handling of Vehicles**

It shall be the duty of the contractor to protect all motor vehicles in its custody and the contractor shall be liable for any loss or damage caused by negligence of its employees, agents, or servants. Vehicles to be taken to the storage lot shall be reasonably secured at the scene of the tow and removed directly to the storage lot. Upon arrival at the lot, entrance to the vehicle shall be limited. The City of Colonial Heights will not pay tow or storage fees on vehicles. It will be the responsibility of the car owner, to pay these fees.

City of Colonial Heights VA  
Finance/Purchasing Department  
201 James Avenue – 2<sup>nd</sup> Floor  
Colonial Heights VA 23834

January 10, 2020

Request for Proposal

Proposal # 20-013102-1108

**Response time of Contractor**

The Contractor agrees to respond to every call within two (2) hours. If for any reason a towing unit is unable to respond within two hours to a City request, the contractor shall so inform the City of Colonial Heights Planning Department, and shall state the reasons for inability to respond to the request and the estimate time when a response can be made. Frequent failure to respond within the two hour time limit, shall be considered grounds for termination of the contract.

In the event the towing contractor deems it necessary to obtain additional assistance, it shall be the responsibility of the contractor to do so and shall document in writing to the City all associated additional charges.

**Business Hours**

Storage facilities shall be open a minimum of forty (40) hours per week (during reasonable, standard business hours), to release vehicles that owner or a person authorized in writing to receive them. Hours of operation shall be publicly displayed and proved to the City of Colonial Heights. Any after-hours release shall be at the discretion of the contractor.

**Collection of Fees / Disposition of Vehicle**

The contractor shall collect fees for the towing and storage of vehicles from the vehicle owner or authorized representative of the owner. The fees collected shall be in the amounts set forth in the contract documents. All fees shall be collected at the office of the contractor. No fees shall be accepted by the City. The contractor shall also be responsible for notifying the owner of any disposition of the vehicle, after such time as occurred as provided by State law.

Cost shall be expressed as the amount the contractor proposes to charge for the following services:

- Towing of all motor vehicles, trailers, and semitrailers as defined by section 46.2-100 of the Code of Virginia and City Code section 273-36 To be expressed as a flat fee, and shall include all costs associated with the service.
- Show up Charge: When wrecker arrives and has backed up to a vehicle to begin procedure, the contractor shall be allowed a flat fee as compensation for response to call.
- Storage of vehicle for first twenty-four (24) hours after the tow and per day after the first twenty-four hours.

City of Colonial Heights VA  
Finance/Purchasing Department  
201 James Avenue – 2<sup>nd</sup> Floor  
Colonial Heights VA 23834

January 10 2020

Request for Proposal

Proposal # 20-013102-1108

- Opening the office to allow vehicle to be claimed at other than normal working hours. To be expressed as a flat fee and shall include all cost associated with the service.

The contractor shall not be required to release any vehicle until full payment for services has been satisfied.

### **Storage Lot**

All towed vehicles shall be stored at the contractor's storage lot, in the City. Storage lot shall be graded, provided with sufficient drainage to prevent accumulation of standing water, enclosed with a security fence at least six feet (6') high and lighted at night. Storage lots will comply with all zoning ordinances and regulations of the City. The contractor shall address storage lot security in response to this request for proposal

### **Information to be kept by the Contractor**

The contractor shall keep a record of each towed vehicle and its license number and state of issue, VIN, year, make, model and color, date and time it is towed and location from where it was towed. Records shall be retained for at least 12 months.

### **Responding to this Proposal - Requirements**

Proposals should be as thorough and detailed as possible so that the City may properly evaluate the capabilities of the contractor to provide the required services:

- A statement of the contractors understanding of the work to be performed in accordance with the timelines specified.
- Information as to the contractors staffing, background and experience relative to the services being requested, hours of operation.
- Listing of previous clients that may be contacted as reference, for whom similar services have been provided.
- Description of financial responsibility of the contractor, including providing a Certificate of Insurance, naming the City of Colonial Heights as additionally insured, if awarded this contract. This insurance should include general liability, vehicle liability and worker's compensation. Insurance shall be in amounts not less than \$1,000,000, and shall be written by companies licensed to do business in the Commonwealth of Virginia.

City of Colonial Heights VA  
Finance/Purchasing Department  
201 James Avenue – 2<sup>nd</sup> Floor  
Colonial Heights VA 23834

January 10 2020

Request for Proposal

Proposal # 20-013102-1108

- If awarded this contract, the contractor shall indemnify, defend and hold harmless the City, its members of Council, and City employees against any and all claims, liabilities, damages, costs and expenses arising out of, or resulting from any and all injuries to persons or damage to property arising out of services performed hereunder or by reason of the intentional or negligence acts or omissions of the contractors, its employees and agents.
- Please describe your storage lot, discussing fencing around it and locked entrances. Please identify hours of storage lot, for owners to retrieve their vehicle.
- Pricing, as identified in the collection of fees section in this proposal.

### **Review of Proposals**

To be considered for selection, contractors must submit a complete response to this Request for Proposal. Failure to submit all information requested may result in the reject of the incomplete proposal.

Proposals shall be signed by an authorized representative of the contractor. (See signature page attached)

The following criteria, not necessarily listed in the order of importance, will be used in evaluating the responses to this Request for Proposal

1. Scope of services to be provided, as described in this proposal
2. Proposed work force assignment.
3. Previous experience and applicability to services requested.
4. References, when providing similar services as stated in this proposal.
5. Cost associated with this work.

City of Colonial Heights VA  
Finance/Purchasing Department  
201 James Avenue – 2<sup>nd</sup> Floor  
Colonial Heights VA 23834

January 10 2020

Request for Proposal

Proposal # 20-013102-1108

**Award**

The procurement method is competitive negotiation of other than professional services, as defined in the Code of Virginia (1950), as amended.

Price will be considered, but will not be the sole determining factor. Selection shall be made of two or more contractors of the factors involved in this Request for Proposal. Negotiations shall then be conducted with each of the contractors so selected. After negotiations have been conducted with each contractor so selected, the City shall select the contractor which, in its opinion, has made the best proposal, and shall award the contract to that contractor. Should the City determine in writing and in its sole discretion that only one contractor is fully qualified, or that one contractor is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that contractor,

**Ethics in Public Contracting**

By submitting their proposal, all contractors certify that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacture or sub-contractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanges.

**Anti-Discrimination**

By submitting their proposal, the contractor certify, that they will conform to the provision of the Federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Act of 1975, as amended, and the Virginia Public Procurement Act:

- During the performance of this contract, the contractor agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the offeror. The

City of Colonial Heights VA  
Finance/Purchasing Department  
201 James Avenue – 2<sup>nd</sup> Floor  
Colonial Heights VA 23834

January 10 2020

Request for Proposal

Proposal # 20-013102-1108

offeror agrees to post in conspicuous places, available to employees and the applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

**Drug Free Workplace**

If awarded this contract, the contractor agrees to:

- Provide a drug-free workplace for the contractors employees
- Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the action that will be taken against employees for violations of such prohibition.
- State in all solicitations or advertisements for employees placed by or on behalf of the contractor, that the contractor maintains a drug free workplace.
- Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**Immigration Reform**

By submitting a proposal, contractors certify that they will not, and shall not knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

**Please return your bid to:**

**City of Colonial Heights VA  
City Hall – Finance/Purchasing Dept  
201 James Avenue -2<sup>nd</sup> floor  
Colonial Heights VA 23834  
Attn: Larry Melvin – Purchasing Agent**



City of Colonial Heights VA  
Finance/Purchasing Department  
201 James Avenue – 2<sup>nd</sup> Floor  
Colonial Heights VA 23834

January 10 2020

Request for Proposal

Proposal # 20-013102-1108

Please fill in the below information, and return with your proposal:

Name of Contractor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Bidder's name/Title \_\_\_\_\_

Office number \_\_\_\_\_ Cell Number \_\_\_\_\_

After hours telephone number \_\_\_\_\_

Email address \_\_\_\_\_

Storage lot address \_\_\_\_\_

Hours of operation of Storage lot \_\_\_\_\_

Telephone number of storage lot \_\_\_\_\_